



**Policy:** 4250  
**Procedure:** 4250.01  
**Chapter:** Suicide Prevention  
                  Procedure  
**Rule:** Suicide Prevention

**Effective:** 05/01/06  
**Replaces:** 4250.01  
**Dated:** 04/06/05

## **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) provides guidelines to assess and manage juveniles who are at risk for suicidal behaviors. Once a juvenile is admitted to an ADJC secure facility and throughout his/her stay, the juvenile shall be assessed for suicide risk and shall be monitored accordingly. The primary determination shall be based on ensuring the juvenile's safety.

## **Rules:**

### **1. Intake Screening and Assessment:**

- a. Upon a juvenile's arrival at an ADJC secure facility the **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) EMPLOYEES** shall monitor him/her at Level 3: Cautionary Status until the juvenile is assessed by a Qualified Mental Health Professional (QMHP);
- b. Immediately, and no more than 30 minutes after a juvenile's arrival at an ADJC facility, the **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall complete an Initial/Intake Assessment utilizing Form 3100.01C.
  - i. If a juvenile responds positively to questions concerning suicide ideation and/or behavior, the **QHCP** shall make an immediate referral to a QMHP for completion of an Initial Precautionary Risk Assessment utilizing Form 4250A.
- c. Within one hour of the juvenile's arrival, the **YOUTH PROGRAM OFFICER III (YPO III)** shall:
  - i. Administer the Massachusetts Youth Screening Instrument - Second Version (MAYSI-2) in Spanish or English; and
  - ii. Forward the results to the QMHP for scoring and interpretation; and
  - iii. Immediately refer the juvenile to the QMHP for a Form 4250A Initial Precautionary Risk Assessment during the assessment process if the juvenile poses a threat to his/her safety.
- d. A **QMHP** shall complete the Clinical Interview (Criminogenic and Protective Factors Assessment [CAPFA] Domain 2, Section 2) on each juvenile admitted to a secure care facility within eight hours of intake. The **QMHP** shall include in the clinical interview at a minimum:
  - i. A mental status exam;
  - ii. A suicide prevention assessment;
  - iii. A review of all mental health and medical records submitted from the Superior Courts, County Juvenile Detention facilities, or any other medical and mental health provider; and
  - iv. A review of all other screenings and assessments completed at ADJC as outlined by the Screening and Assessment Protocol.
- e. Following the clinical interview, the **QMHP** shall:
  - i. Place the juvenile on the appropriate level of supervision, based on potential suicide risk;
  - ii. Make the appropriate notifications, as outlined in this procedure (Rule 2, Notifications); and

## Procedure No. 4250.01: Suicide Prevention

### Page 2 of 10

- iii. Ensure that a Housing Unit Manager develops and maintains a Red Folder for juveniles placed on precautionary status. The Red Folder is a formalized record keeping system that:
  - (1) Is used any time a juvenile is placed on precautionary status;
  - (2) Shall accompany the juvenile at all times and at no point shall the juvenile possess the Red Folder.
  - (3) Shall contain the:
    - (a) Initial Precautionary Risk Assessment;
    - (b) Crisis Intervention Assessment(s); and
    - (c) Suicide Prevention Time Sheet(s).
- iv. Upon institutional transfer of a juvenile on precautionary status, **SECURE CARE EMPLOYEES** shall ensure the Red Folder is transferred with the juvenile; and
- v. Upon removal from precautionary status, **SECURE CARE EMPLOYEES** shall store the Red Folder in Records.
- f. In the event of a delay in the clinical interview beyond the initial eight hours allotted, **HOUSING UNIT EMPLOYEES** shall continue to monitor the juvenile at Suicide Risk Level 3: Cautionary Status until a QMHP assesses the juvenile;
- g. If no QMHP is available on-site within eight hours of the juvenile's admission, the **ON-SITE ADMINISTRATOR** shall contact the Clinical Services Administrator or on-call Psychologist who shall make arrangements to ensure the completion of the clinical interview not to exceed a total of 12 hours;
- h. The **QMHP** shall review the remaining contents of the Medical/Mental Health and Field File within 14 days of the juvenile's admission to an ADJC secure care facility; and
- i. The **QMHP** shall note documentation of the file review on Form 4210G Juvenile Record Review and place it in the Medical/Mental File.

#### 2. Transfer of Juveniles:

- a. If the juvenile is on precautionary status prior to transfer, the **QMHP** from the sending unit/facility shall:
  - i. Complete Form 3100.01G Transfer Summary and forward the summary through e-mail or by fax to the receiving facility's QMHP within 24 hours prior to transfer;
  - ii. Telephone the QMHP at the receiving unit/facility within 24 hours prior to transfer to communicate the supervision level (i.e., level 1, 2, or 3) of the juvenile and any other pertinent information; and
  - iii. Document this communication in the Medical/Mental Health File on a Progress Note and in the Youthbase contact screen.
- b. Prior to the transfer of a juvenile on precautionary status, the **SECURITY EMPLOYEE** at the sending secure care facility shall notify the security employee at the receiving facility of the precautionary status:
  - i. If the juvenile is being transported on Level 1: Constant Supervision, the **HOUSING UNIT MANAGER** of the sending secure facility shall assign an employee, who has no other juveniles to supervise, to the juvenile being transported;
  - ii. The **HOUSING UNIT MANAGER** of the sending secure facility shall ensure the Red Folder:
    - (1) Accompanies the juvenile being transported on precautionary status; and
    - (2) Is given to Security upon arrival at the secure-care receiving facility.
  - iii. Once the juvenile arrives at the receiving facility, a **QHCP** shall complete Form 3100C Receiving Screening face to face with the transferred juvenile within one hour of his/her arrival.
    - (1) If a juvenile responds in a positive manner to questions concerning suicide, a **QHCP** shall make an immediate referral to a QMHP for completion of Form 4250A Initial Precautionary Risk Assessment; and

- (2) If a juvenile responds in a positive manner to questions concerning suicidal ideation and/or behaviors within the past six months, a **QHCP** shall refer the juvenile to a **QMHP** who shall see the juvenile within a week.
- c. For all juveniles the **QMHP** from the sending unit/facility shall:
  - i. Complete Form 3100.01G Transfer Summary; and
  - ii. Forward the summary to the receiving facility's **QMHP** within 24 hours prior to transfer through e-mail or by fax.
- d. The **QMHP** at the receiving facility shall:
  - i. Review the Transfer Summary within twelve hours prior to the juvenile's arrival;
  - ii. Review the juvenile's Field and Medical/Mental Health Files within 14 days of the juvenile's arrival; and
  - iii. Document the review of the transfer summary and file review.

**3. Notifications:**

- a. As soon as possible after the assignment of a juvenile to a suicide risk level, not to exceed one hour, the following internal notifications shall be made:
  - i. The **QMHP** shall inform the Housing Unit Manager of the unit where the juvenile resides;
  - ii. The **QMHP** shall contact the Dispatcher; and
  - iii. The **DISPATCHER** shall immediately contact via e-mail all of the employees in their secure facility;
- b. As soon as possible after the assignment of suicide risk, no later than 12 hours, the **ATTENDING QMHP** shall contact juvenile's parent(s) or legal guardian(s) in order to address any clinical questions or concerns that may arise;
- c. For any self injury, the **ATTENDING QMHP** shall:
  - i. Confer with the medical employees;
  - ii. Notify the juvenile's parent(s) or legal guardian(s);
  - iii. Document this contact in the Medical/Mental Health file;
- d. If the incident involves significant injury the **QMHP** shall:
  - i. Inform the parent/legal guardian of the juvenile's injury;
  - ii. Provide them with the name and telephone number of the **CORRECTIONAL REGISTERED NURSE SUPERVISOR OR DESIGNEE** if they have any further medical questions; and
  - iii. Document this information in the juvenile's Medical/Mental Health file, in accordance with Procedure 3000.04.
- e. In the event of a self-inflicted injury and the assignment of any medically restricted programming the **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall inform:
  - i. The juvenile; and
  - ii. The assigned housing unit employees using the Form 3100.03A Medical Clearance Form and sending an e-mail.
- f. The **REPORTING STAFF** shall document the incident on an Incident Report Form in accordance with Procedure 1190.01 Incident Reporting.
- g. Notification of Outside Parties in the case of a Significant Incident (a life-threatening or completed suicide is considered a Significant Incident):
  - i. The **OFFICER-IN-CHARGE** shall ensure all notifications are made for Significant Incident Reporting in accordance with Procedure 1190.03;
  - ii. **EMPLOYEES** shall direct any requests by the media to the Public Information Officer; and
  - iii. The **SUPERINTENDENT** shall designate personnel to ensure immediate family notification of the incident.

**4. Responding to Suicidal Behavior/Threats:**

## Procedure No. 4250.01: Suicide Prevention

### Page 4 of 10

- a. If any **EMPLOYEE** has reason to believe that a juvenile poses a threat to him/herself based on information from other sources and employee observations of:
  - i. Suicidal behavior/threats;
  - ii. Threats to self-harm;
  - iii. Joking to self harm
  - iv. Tying nooses;
  - v. Scratching arms with intent to cause self-harm; and
  - vi. Any other indicators of suicide behavior
- b. The **EMPLOYEE** shall:
  - i. Verbally engage the juvenile;
  - ii. Provide constant supervision of the juvenile at close proximity; and
  - iii. Begin documenting using Form 4250B Suicide Prevention Time Sheet indicating the mood and behaviors of the juvenile at 15 minute intervals;
  - iv. Notify the Officer in Charge (OIC) or on-site Administrator
  - v. Notify the QMHP for clinical assistance; and
  - vi. Document the situation in the Housing unit log.
- c. During after hours and in the absence of a QMHP, the **EMPLOYEE** shall provide continuous, uninterrupted supervision of the juvenile until an on-call QMHP gives further instruction;
- d. If the juvenile has self-inflicted injury or has made an attempt to injure him/herself, the **EMPLOYEE** shall utilize the assigned Rescue Kit in accordance with Procedure 4250.03, as needed. The **QHCP** shall render appropriate medical care to the juvenile;
- e. The **QMHP** shall complete Form 4250 A Initial Precautionary Risk Assessment and place the juvenile on one of the following precautionary statuses:
  - i. Level 1: Constant Supervision: The precautionary status initiated for a juvenile assessed to be an imminent danger to him/herself, or in need of the most intensive level of supervision. A juvenile requiring level 1 has voiced suicidal intent, engaged in serious suicide behavior, and/or has a history or circumstances that suggest a high risk to commit suicide or serious self-injury.
    - (1) The **ASSIGNED EMPLOYEE** shall provide continuous, uninterrupted supervision of the juvenile during waking and sleeping hours and remain in close proximity to the juvenile;
    - (2) The **ASSIGNED EMPLOYEE** shall document his/her observations every 15 minutes in a staggered fashion;
    - (3) The **ASSIGNED EMPLOYEE** shall visually confirm that the juvenile is breathing and appears normal;
    - (4) The **ASSIGNED EMPLOYEE** shall not permit a juvenile on suicide precaution status to cover his/ her head with blankets or other materials that may obstruct complete visibility of the juvenile;
    - (5) The **QMHP** shall ensure the minimal duration of this status is 24 hours;
    - (6) The **HOUSING UNIT MANAGER** shall ensure that the employee to juvenile ratio is no greater than one employee to one juvenile (1:1);
    - (7) The **SEPARATION UNIT SUPERVISOR** shall ensure that the ratio is no greater than one employee to three juveniles (1:3) when the juveniles are in Separation;
    - (8) **SEPARATION EMPLOYEES** shall use the closed circuit television as a supplement and not as a replacement for the physical checks;
    - (9) The **ASSIGNED EMPLOYEE** shall keep the juvenile in constant, uninterrupted, visual observation, even when the juveniles are in the restroom or showering, unless safety prohibits. In such cases the **FACILITY PSYCHOLOGIST** shall develop a written, alternative safety plan;
    - (10) The **HOUSING UNIT MANAGER** shall assign a same-sex employee to ensure proper monitoring of juvenile during restroom usage and showering;

- (11) **UNIT EMPLOYEES** shall search the juvenile's person, room, and surrounding areas for contraband or any items that can be used to cause self-injury in compliance with Procedure 4052.01 Juvenile Searches;
  - (12) **UNIT EMPLOYEES** shall ensure a juvenile placed on level 1 status:
    - (a) Remains in his/ her assigned living unit,
    - (b) Wear regular secure facility clothing unless the QMHP requires the juvenile to wear suicide resistant clothing (i.e., jumpsuit with Velcro closures, smock, pajamas, etc.); and
    - (c) Participate in all regularly scheduled activities including school, recreation, and counseling as far as is reasonably possible.
  - (13) **UNIT EMPLOYEES** shall only make exceptions to the clothing and programming guidelines in consultation with the psychologist, psychiatrist, or designee;
  - (14) **UNIT EMPLOYEES** shall **forcefully** remove the juvenile's clothing only under the following circumstances:
    - (a) During a life threatening situation;
    - (b) With an approved tool – the extraction knife;
    - (c) The same sex staff, when at all possible, is removing the clothing.
  - (15) While the juvenile is on precautionary status, the **QMHP** shall assess the juvenile daily. The **QMHP** shall:
    - (a) Review the contents of the Red Folder prior to completing the assessment;
    - (b) Document the assessment on the Form 4250E Crisis Intervention Assessment (CIA);
    - (c) Document clothing recommendations on Form 4250E CIA and Form 4250B and/or 4064.01C Suicide Prevention Time Sheet;
    - (d) Maintain the CIA in the Medical/Mental Health file; and
    - (e) File a copy of all completed CIA forms in the Red Folder file while the juvenile remains on precautionary status.
  - (16) If there is confidential information not appropriate for the Red Folder, the **QMHP** shall document the information on a progress note and place it in the Medical/Mental Health File only;
  - (17) The **QMHP** shall review and sign Form 4250B Suicide Prevention Time Sheets daily for an indication of the juvenile's documented mood and behavior and for assistance with completion of the CIA; and
  - (18) The **FACILITY PSYCHOLOGIST OR DESIGNEE** shall coordinate the distribution of Form 4250D Daily Suicide Prevention Status List by the end of each work day, including weekends and holidays.
- ii. Level 2: Close Supervision: The Precautionary Status indicated for a juvenile who is assessed to be a danger to his/ herself or a danger to others, but not actively suicidal. A juvenile on Level 2 requires staggered visual monitoring not to exceed 10 minutes to ensure his/ her safety.
- (1) **ASSIGNED UNIT EMPLOYEES** shall closely visually monitor the juvenile during waking and sleeping hours;
  - (2) **ASSIGNED UNIT EMPLOYEES** shall verbally engage the juvenile during waking hours;
  - (3) **ASSIGNED UNIT EMPLOYEES** shall document their observations on the Form 4250B Suicide Prevention Time Sheets;
  - (4) **UNIT EMPLOYEES** shall assign him/her a roommate:
    - (a) The **QMHP** shall assess the roommate as to his/her appropriateness;
    - (b) The **PSYCHOLOGIST**, or in the absence of the psychologist, the **SUPERINTENDENT OR DESIGNEE**, may waive the roommate requirement if necessary for safety and security reasons;

- (5) **UNIT EMPLOYEES** shall search the juvenile's person, room, and surrounding areas for contraband or for any items that may be used to cause self-injury in accordance with the Procedure 4052.01 Juvenile Searches;
  - (6) **UNIT EMPLOYEES** shall visually monitor juvenile while in the restroom or showering. The **HOUSING UNIT MANAGER** shall assign a same-sex employee to ensure proper monitoring;
  - (7) **UNIT EMPLOYEES** shall ensure juveniles placed on level 2 status:
    - (a) Remain in their assigned living unit;
    - (b) Wear regular secure facility clothing unless QMHP requires the juvenile to wear suicide resistant clothing (i.e., jumpsuit with Velcro closures, smock, pajamas, etc.); and
    - (c) Participate in all regularly scheduled activities including school, recreation, and counseling as far as is reasonably possible.
  - (8) **UNIT EMPLOYEES** shall only make exceptions to the clothing and programming guidelines in consultation with the psychologist, psychiatrist, or designee;
  - (9) **UNIT EMPLOYEES** shall **forcefully** remove the juvenile's clothing only under the following circumstances:
    - (a) During a life threatening situation;
    - (b) With an approved tool – the extraction knife;
    - (c) The same sex staff, when at all possible, is removing the clothing.
  - (10) While the juvenile is on precautionary status, the **QMHP** shall assess the juvenile daily. The **QMHP** shall:
    - (a) Review the contents of the Red Folder prior to completing the assessment;
    - (b) Document the assessment on the Form 4250E Crisis Intervention Assessment (CIA);
    - (c) Document clothing recommendations on Form 4250E CIA and Form 4250B and/or 4064.01C Suicide Prevention Time Sheet;
    - (d) Maintain the CIA in the Medical/Mental Health file; and
    - (e) File a copy of all completed CIA forms in the Red Folder file while the juvenile remains on precautionary status.
  - (11) If there is confidential information not appropriate for the Red Folder, the **QMHP** shall document the information on a progress note and place it in the Medical/Mental Health File only.
  - (12) The **QMHP** shall review and sign Form 4250B Suicide Prevention Time Sheets daily for an indication of the juvenile's documented mood and behavior and for assistance with completion of the CIA; and
  - (13) The **FACILITY PSYCHOLOGIST OR DESIGNEE** shall coordinate the distribution of Form 4250D Daily Suicide Prevention Status List by the end of each work day, including weekends and holidays.
- iii. Level 3: Cautionary Supervision: The Precautionary Status initiated for a juvenile who is at an increased risk of becoming severely depressed or who, due to their history and/or current circumstance, have a potential for suicidal behavior.
- (1) **ASSIGNED UNIT EMPLOYEES** shall visually monitor and document the monitoring at 15 minutes staggered intervals on the Form 4250B Suicide Prevention Time Sheet;
  - (2) **UNIT EMPLOYEES** shall search the juvenile's person, room, and surrounding areas for contraband or for any items that may be used to cause self-injury in compliance with Procedure 4052.01 Juvenile Searches;

- (3) **UNIT EMPLOYEES** shall visually monitor juvenile while in the restroom or showering. The **HOUSING UNIT MANAGER** shall assign a same-sex staff to ensure proper monitoring;
  - (4) **UNIT EMPLOYEES** shall ensure juveniles placed on level 3 status:
    - (a) Remain in their assigned living unit;
    - (b) Wear regular secure facility clothing unless QMHP requires the juvenile to wear suicide resistant clothing (i.e., jumpsuit with Velcro closures, smock, pajamas, etc.); and
    - (c) Participate in all regularly scheduled activities including school, recreation, and counseling as far as is reasonably possible.
  - (5) **UNIT EMPLOYEES** shall only make exceptions to the clothing and programming guidelines in consultation with the psychologist, psychiatrist, or designee;
  - (6) **UNIT EMPLOYEES** shall **forcefully** remove the juvenile's clothing only under the following circumstances:
    - (a) During a life threatening situation;
    - (b) With an approved tool – the extraction knife;
    - (c) The same sex staff, when at all possible, is removing the clothing.
  - (7) While the juvenile is on precautionary status, the **QMHP** shall assess the juvenile daily. The **QMHP** shall:
    - (a) Review the contents of the Red Folder prior to completing the assessment;
    - (b) Document the assessment on the Form 4250E Crisis Intervention Assessment (CIA);
    - (c) Document clothing recommendations on Form 4250E CIA and Form 4250B and/or 4064.01C Suicide Prevention Time Sheet;
    - (d) Maintain the CIA in the Medical/Mental Health file; and
    - (e) File a copy of all completed CIA forms in the Red Folder file while the juvenile remains on precautionary status.
  - (8) If there is confidential information not appropriate for the Red Folder, the **QMHP** shall document the information on a progress note and place it in the Medical/Mental Health File only;
  - (9) The **QMHP** shall review and sign Form 4250B Suicide Prevention Time Sheets daily for an indication of the juvenile's documented mood and behavior and for assistance with completion of the CIA; and
  - (10) The **FACILITY PSYCHOLOGIST OR DESIGNEE** shall coordinate the distribution of Form 4250D Daily Suicide Prevention Status List by the end of each work day, including weekends and holidays.
- f. Standard Supervision: **QMHP** shall initiate this level of supervision once the juvenile is assessed and it is determined that the juvenile does not require placement on precautionary status. **UNIT EMPLOYEES** shall:
- i. Ensure regularly scheduled rounds of each housing unit at intervals that do not exceed 30 minutes during waking hours and 15 minute intervals for a juvenile confined to a room (i.e., room confinement, exclusion, time-out, etc.);
  - ii. Note this documentation in each housing unit daily log; and
  - iii. Be alert to the juvenile's behavior, thinking processes, and emotional state.
- g. Separation Program which has suicide resistant rooms available: **UNIT EMPLOYEES** may initiate the Separation Program after they have assessed that a juvenile is a serious and immediate danger to him/herself and s/he deems the living unit is an inappropriate and/or unsafe environment for the juvenile.
- i. **UNIT EMPLOYEES** shall refer the juvenile to Separation in accordance with Procedure 4061.01;
  - ii. While the juvenile is in Separation:

- (1) The **QMHP** shall indicate the clothing recommendations on the Precautionary Status Initial Risk Assessment or Crisis Intervention Assessment, and the Suicide Prevention Time Sheets;
    - (2) **SEPARATION EMPLOYEES** shall place the juvenile in the recommended clothing and provide the juvenile a suicide resistant blanket;
    - (3) **UNIT EMPLOYEES** shall **forcefully** remove the juvenile's clothing only under the following circumstances:
      - (a) During a life threatening situation;
      - (b) With an approved tool – the extraction knife;
      - (c) The same sex staff, when at all possible, is removing the clothing.
  - h. Referral to an Off-Site Mental Health Facility: If following the assessment, **QMHP** determines that the juvenile requires crisis stabilization and/or acute mental health care in a facility outside of ADJC secure care:
    - i. The **QMHP** shall immediately notify the facility Psychiatrist of the juvenile's mental health status in order to coordinate the administration of a more comprehensive assessment and evaluation. In the absence of a psychiatrist, the **FACILITY PSYCHOLOGIST** shall take the lead;
    - ii. If deemed appropriate, the **PSYCHIATRIST, IN CONSULTATION WITH THE PSYCHOLOGY ASSOCIATE AND PSYCHOLOGIST**, shall initiate steps to have the juvenile transferred, as soon as possible, to an appropriate off-site mental health facility. The **PSYCHIATRIST, IN CONSULTATION WITH THE PSYCHOLOGY ASSOCIATE AND PSYCHOLOGIST** shall place the juvenile on Level 1: Constant Supervision and document the order on the Daily Suicide Prevention Status List;
    - iii. If the juvenile is admitted to an off-site mental health facility, the **PSYCHOLOGIST** shall continue to list the juvenile at Level 1: Constant supervision on the Daily Suicide Prevention Status List.
    - iv. The **QMHP** is not required to complete a CIA every 24 hours while the juvenile is off-site at the mental health facility;
    - v. Upon the juvenile's return from the Off-Site Mental Health Facility, the **QMHP** shall place the juvenile on Level 1: Constant Supervision status for at least 24 hours; and
    - vi. The **QMHP** shall see the juvenile within four hours of his/her return and complete the CIA.
5. **Reduction or Removal from Suicide Status:**
- a. When subsequent assessment by a Licensed QMHP has determined that the juvenile has stabilized, or in the process of stabilizing, and is no longer in need of a higher Suicide Risk Level, the **QMHP** shall:
    - i. Reduce the juvenile's current Suicide Risk level, as noted on the CIA form, by no more than one level per 24 hours;
    - ii. Update the Daily Suicide Prevention Status List and notify the Housing Unit Manager of the juvenile's current Suicide Risk Level;
    - iii. Maintain the juvenile on the Suicide Prevention List until his/her case is reviewed and discussed in the upcoming weekly clinical meeting;
    - iv. Ensure copies of the CIA form are placed in the juvenile's Red Folder and Medical/Mental Health File;
    - v. Initiate Notifications as outlined in this procedure;
    - vi. Collaborate with the Psychiatrist to assess the juvenile. **Only the Psychiatrist or Psychologist may reduce the juvenile's risk level if the juvenile is on Level 1 status due to a suicide attempt;**



- vii. Ensure the juvenile on Precautionary Status due to suicidal threats or gestures has his/her level reduced or the suicide level removed only upon the signature of the Psychologist, Psychiatrist, or a licensed QMHP;
- viii. Ensure only a Psychologist, Psychiatrist, or a licensed QMHP remove him/her if the juvenile is to be placed from level 3 status to Standard Supervision;
- ix. Ensure direct care employees do not reduce a level or remove juveniles from precautionary status;
- x. Note treatment follow-up and recommendations on the CIA form whenever a juvenile is downgraded or is removed from precautionary status;
- xi. Ensure treatment follow-up and recommendations are reviewed and discussed at each weekly clinical meeting; and
- xii. Ensure that the juvenile's case plan includes goals and objectives pertaining to suicide prevention and/or self-injurious behavior.

**6. Staff Training**

- a. **STAFF DEVELOPMENT PRE-SERVICE ACADEMY EMPLOYEES** shall ensure all new employees receive the initial, eight-hour Suicide Prevention Training;
- b. **HOUSING UNIT MANAGERS** shall ensure all direct-care employees receive the yearly four-hour refresher course on Suicide Prevention;
- c. **ALL NEW EMPLOYEES, CONTRACTORS, AND ANY EMPLOYEE WHO SUPERVISES OR PROVIDES DIRECT SERVICES TO JUVENILES**, shall participate in training on this procedure prior to executing responsibilities described herein;
- d. **MANAGERS** shall ensure employees who provide supervision to a juvenile on a precautionary status or perform risk assessments (i.e., Initial Precautionary Risk Assessment, Crisis Intervention Assessment) have been trained on this procedure;
- e. **STAFF DEVELOPMENT ADMINISTRATOR OR DESIGNEE** shall coordinate and document employee training for this procedure; and
- f. The **STAFF DEVELOPMENT ADMINISTRATOR OR DESIGNEE, IN COORDINATION WITH THE CLINICAL SERVICES DIRECTOR OR DESIGNEE**, shall approve the Suicide Prevention Training curriculum annually and update as necessary.

**7. Mortality Review and Support** In the event of a completed suicide or life-threatening suicide attempt in an ADJC secure facility, ADJC shall:

- a. Conduct a Critical Incident Debriefing in accordance with Procedure 1190.02;
- b. Organize an Internal Review Committee in accordance with Procedure 4250.03; and
- c. Provide follow-up and support services to assist the juveniles and employees in dealing with the crisis situation:
  - (1) Follow-Up and Support:
    - (a) Immediately following a juvenile's death in the secure care facility, the **HOUSING UNIT MANAGER** shall place all juveniles in the deceased juvenile's housing unit on Administrative Ordered Status, with documented 15 minute checks on the Form 4250B Suicide Prevention Time Sheets until each juvenile is assessed by a QMHP and has an opportunity to process the event.
    - (b) The **FACILITY PSYCHOLOGIST** shall ensure that each juvenile is assessed by a QMHP within 4 hours following the crisis;
    - (c) The **FACILITY SUPERINTENDENT IN CONSULTATION WITH THE FACILITY PSYCHOLOGIST** may institute an Administrative Ordered Status in the event of a serious juvenile suicide attempt that did not result in death

- (d) The **CLINICAL SERVICES DIRECTOR** shall be responsible for organizing an employee individual or group sessions to provide support for employees and give them an opportunity to process the event within 24 hours following the death or a serious suicide attempt by a juvenile; and
- (e) The **CRITICAL INCIDENT SUPPORT TEAM (CIST)** may provide support and services to employees, juveniles, and family members who may have been involved or adversely affected by the death of an ADJC juvenile in accordance with Procedure 4250.04.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
05/02/2006	Kellie M. Warren		